

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING
APPLICATION FOR APPROVAL TO TAKE EXAMINATIONS
ELECTRICIAN

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of approval to take the examinations.

Please read all instructions carefully.

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If a SSN is not provided, the application is incomplete and will be denied.

SUPPORTING DOCUMENTS:

In addition to submitting a completed application, complete the following:

1. Submit documentation according to the licensure level for the examination and licensing level desired:

NOTE: Each year of work experience must include at least 2,000 hours; no more than one year of work experience can be credited for each 12-month period.

[See Utah Construction Trade Licensing Act Rules R156-55a-302b(2).]

NOTE: If you want your military experience considered, submit your DD214's.

- A. If you are applying to take the **journeyman electrician examinations**, submit an official transcript showing your successful completion of an approved apprenticeship program AND a completed "Employer's Verification Form" (*attached to this application*) from each of your supervising licensed master or journeyman electricians documenting at least 4 years (*8,000 hours*) of supervised work experience as a licensed apprentice electrician.

NOTE: Have the school send the transcript to you for inclusion with your application. The transcript must be in a sealed envelope, bearing the school's stamp/seal on the envelope flap.

OR

Submit a completed “Employer’s Verification Form” from each of your supervising licensed master or journeyman electrician(s) documenting at least 8 years (*16,000 hours*) of supervised legal practical experience in wiring, installing, and repairing electrical apparatus and equipment for light, heat, and power.

- B. If you are applying to take the **residential journeyman electrician examinations**, submit an official transcript documenting successful completion of 2 years of an approved apprenticeship program AND a completed “Employer’s Verification Form” (*attached to this application*) from each of your supervising licensed master, journeyman, residential master, or residential journeyman electrician(s) documenting at least 2 years (*4,000 hours*) of supervised work experience as a licensed apprentice electrician.

NOTE: Have the school send the transcript to you for inclusion with your application. The transcript must be in a sealed envelope, bearing the school’s stamp/seal on the envelope flap.

OR

Submit a completed “Employer’s Verification Form” from each of your supervising licensed master, journeyman, residential master, or residential journeyman electrician(s) documenting at least 4 years (*8,000 hours*) of legal supervised practical experience in wiring, installing, and repairing electrical apparatus and equipment for light, heat, and power.

- C. If you are applying to take the **master electrician examinations**:
1. Submit a completed “Employer’s Verification Form” from each of your employers documenting at least 4 years (*8,000 hours*) of practical electrical experience as a licensed journeyman electrician.

OR

2. Submit an official transcript documenting your associate of applied sciences degree from an approved electrical trade school AND a completed “Employer’s Verification Form” from each of your employers documenting at least 2 years (*4,000 hours*) of practical electrical experience as a licensed journeyman electrician. You must have the school send the transcript to you for inclusion with your application. The transcript must be in a sealed envelope, bearing the school’s stamp/seal on the envelope flap.

OR

3. Submit an official college transcript documenting at least a bachelor’s degree from an EAC/ABET accredited electrical engineering program AND a completed “Employer’s Verification Form” (*attached to this application*) from your employer(s) **documenting at least 1 year (*2,000 hours*) of practical electrical experience as a licensed apprentice electrician.** You must have the school send the transcript to you for inclusion with your application. The transcript must be in a sealed envelope, bearing the school’s stamp/seal on the envelope flap.

NOTE: *If you achieved a passing score on the Utah Journeyman Electrical Practical Examination after February 25, 2006 you are not required to re-take the examination again.*

- D. If you are applying to take the **residential master electrician examinations**, submit a completed “Employer’s Verification Form” (*attached to this application*) from each of your employers documenting at least 2 years (*4,000 hours*) of practical electrical experience as a licensed residential journeyman electrician.

NOTE: *If you achieved a passing score on the Utah Residential Journeyman Electrical Practical Examination after February 25, 2006 you are not required to re-take the examination again.*

4. Licensure by From Other States:

If you are licensed in these states submit a completed “Request for Verification of License” form *(attached to this application)* to provide verification that you hold an active electrician license in good standing that was initially issued with testing and the license has been held for at least one year:

For Master Electrician: Idaho, Oregon, or Wyoming

For Journeyman Electrician: Alaska, Arkansas, Colorado, Idaho, Montana, Nebraska, New Hampshire, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, or Wyoming

If you are not licensed in any of the above states, you must meet the minimum requirements for approval to take the Utah Journeyman electrical examinations. You must pass those examinations before you can apply to sit for the Utah Master electrical examinations.

ADDITIONAL IMPORTANT INFORMATION:

1. **Utah Electrical Licensing Examination:** You will not be allowed to test unless your application has been submitted and approved by DOPL. PSI the testing provider will not register you for any examination unless you have been approved for testing by DOPL. See PSI's Candidate Information Bulletin for examination dates and fees and other examination information. Contact PSI at www.psiexams.com or 1-800-733-9267.
2. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
3. **Passing Grade:** The applicant shall obtain a "pass" grade on the practical part of the examination. A score of at least 75% is required on the theory part of the examination and a score of at least 75% is required on the code part of the examination. If you fail one or more parts of the examination, you must retake any part of the examination failed. You are required to wait at least 25 days between the first two retakes of the same test. After the first two retakes of the same test, you are required to wait 120 days between retakes.
4. **Test Score Expiration:** You must pass all parts of the examination within a 12 month period. If you pass any part of the examination but do not pass the entire examination, the passing score on any part of the examination shall be valid for one year from the date the part of the examination that was passed. Thereafter, you are required to retake any previously passed part of the examination.
5. **Submittal of Application for Licensure:** After you have passed the examinations required for licensure, you are required to submit an application for licensure providing a copy of your passing examination scores and the application fee.
6. **Laws and Rules:** You are required to understand all Utah laws and rules pertaining to your practice as an electrician. The following applicable laws and rules are available on the Internet at www.dopl.utah.gov.
 - Division of Occupational & Professional Licensing Act
 - General Rules of the Division of Occupational & Professional Licensing
 - Utah Construction Trades Licensing Act
 - Electricians Licensing Rules
7. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
8. **Temporary License:** The state of Utah does not issue temporary licenses to electricians. You must obtain your license prior to performing any electrical work.
9. **Apprenticeship:** The beginning date of an apprenticeship or training program is the date upon which the applicant is approved for Utah licensure as an apprentice. Applicants who have begun an electrical apprentice in another state may request to have credit for that portion of the apprenticeship or traineeship completed in the other state if DOPL and the Board find that the program in the other state is equal to the apprenticeship or traineeship program required in the State of Utah. The burden for demonstrating equivalency of the out-of-state apprenticeship or traineeship program lies with the applicant. Equivalency may be demonstrated by documentation

of the curriculum and training which is required as a part of the program of the other state.

10. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive any correspondence. Address changes can be made online at www.dopl.utah.gov.

11. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).

12. **Submit Completed Application to:**

By U.S. Mail	Division of Occupational & Professional Licensing P.O. Box 146741 Salt Lake City UT 84114-6741
By Express Mail or In Person	Division of Occupational & Professional Licensing 1 st Floor Lobby 160 E 300 S Salt Lake City UT 84111-2305

13. **Telephone Numbers:** (801) 530-6628
(866) 275-3675 – Toll-free in Utah

14. **Fax Number:** (801) 530-6511

Answers to Commonly Asked Questions:

Q. How many types of electrician licenses are available?

A. There are five (5) types of licenses available:

- Apprentice,
- Residential Journeyman,
- Journeyman,
- Residential Master, and
- Master.

Q. How can I get a temporary Permit?

A. There are no temporary permits.

Q. What form of documentation is acceptable to verify previous work experience?

A. The form is the attached "Employer's Verification Form".

Q. What if my employer is no longer in business or deceased?

A. A letter from another responsible individual may be acceptable: former owner, former supervisor, local electrical and/or building inspector, corporate officer.

Q. How much credit will I get for unlicensed experience such as maintenance, military, or mine work?

A. If the experience was in violation of licensing laws or between the ages of 16-18, NO credit can be given, unless the experience was obtained while licensed as a Utah apprentice electrician enrolled in a Federal Office of Apprenticeship Training 'School to Apprenticeship Program.' To become licensed as an apprentice electrician, you need to be working for a licensed electrical contractor. The numbers of hours of experience granted to an applicant, if any, for maintenance, military, or mine experience will be determined by the Electricians Licensing Board after they review your application and supporting documentation.

Q. What form of documentation must I provide to receive credit for previous schooling, or how much credit can I get for schooling experience?

A. An official transcript and a copy of your degree, diploma or certificate of completion will be required. Maximum benefits from an electrical apprenticeship are received by concurrent on-the-job training and related schooling. An associate of applied science degree in electricity or a bachelor's degree in electrical engineering may qualify for additional credit toward approval to take the masters examination.

Q. What if I don't pass all parts of the examinations within the 12-month time frame allowed?

A. You are required to pass all parts within a 12-month period. If the gap between passing parts is more than 12 months, you must retake the part(s) which are passed beyond the 12-month time period.

APPLICATION FOR APPROVAL TO TAKE EXAMINATIONS

(select one)

- ☐ **JOURNEYMAN ELECTRICIAN**
- ☐ **RESIDENTIAL JOURNEYMAN ELECTRICIAN**
- ☐ **MASTER ELECTRICIAN**
- ☐ **RESIDENTIAL MASTER ELECTRICIAN**

*****Please list your full legal name as it appears on your driver license, Social Security Card, etc.*****

Last Name:		First Name:		Middle Name:	
Social Security Number: - - -			Maiden Name:		
I certify under penalty of perjury that:					
<input type="checkbox"/> I am a citizen of the United States and I have a valid US Driver License or US State ID. License/State ID Number: _____ State: ____					
<input type="checkbox"/> I am a citizen of the United States currently living outside the United States and do not have a valid US Driver License or US State ID. Please attach a legible copy of your valid passport or other documentation to verify you are a legal citizen of the United States.					
<input type="checkbox"/> I am a non-citizen of the United States, who is lawfully present in the United States and I have a valid US Driver License or US State ID. License/State ID Number: _____ State: ____					
<input type="checkbox"/> I am a non-citizen of the United States, who is lawfully present in the United States and I do not have a valid US Driver License or US State ID. Please attach a legible copy of your current and valid government issued document showing evidence of authorization to work in the United States.					
<input type="checkbox"/> I am a foreign national not physically present in the United States.					
Mailing Address:					
City:				State:	ZIP:
<input type="checkbox"/> Male	Date of Birth:		Phone #:	E-Mail:	
<input type="checkbox"/> Female					
List all other licenses, registrations, or certifications issued by any state which you now hold or have ever held in any profession. <i>(Use additional sheets if necessary.)</i>					
Profession:		Issuing State:			
License Number:		License Status:		Issue Date:	
Profession:		Issuing State:			
License Number:		License Status:		Issue Date:	
Profession:		Issuing State:			
License Number:		License Status:		Issue Date:	
Profession:		Issuing State:			
License Number:		License Status:		Issue Date:	

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: ____/____/____

Approved By: _____

Date License/Certificate Denied: ____/____/____

Denied By: _____

Reason for Denial/Other Comments: _____

AFFIDAVIT and RELEASE AUTHORIZATION

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, forgery, misrepresentation, omission of material fact; is truthful, correct, and complete; discloses all material facts regarding the applicant; and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
5. I also understand Utah Administrative Code R156-55b-302c (4) regarding failing the exams, which requires at least 25 days between the first two retakes and 120 day between retakes thereafter.
- 6.

Signature of Applicant: _____ Date of Signature: ____/____/____

APPRENTICESHIP TRAINING/COLLEGE/UNIVERSITY EDUCATION:

(Use additional sheets if necessary.)

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____ Degree: _____

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____ Degree: _____

Name of Institution: _____

Location: _____

Dates Attended: from ____/____/____ to ____/____/____ Degree: _____

ELECTRICIAN QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or governmental agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
10. _____ Have you been terminated from a position because of drug use or abuse within the past five (5) years?
11. _____ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Continue on next page.)

12. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
13. _____ Do you currently have any criminal action pending?
14. _____ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?



If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.



If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

EMPLOYER'S VERIFICATION FORM

MUST BE COMPLETED BY THE EMPLOYER:

Applicant's Name: _____

Dates Employed: from _____ \ _____ to _____ \ _____

Total hours doing electrical work for this employer during the time period noted above:

- ☐ as a licensed apprentice
- ☐ as a licensed journeyman (JE)
- ☐ as a licensed residential journeyman (RJE)

Hours Worked: _____ Boxes, Fittings, Conduit, Wireways, Cableways (*Required: RJE 600 hours; JE 4,000 hours*)
_____ Wire and Cable (*Required: RJE 3,000 hours; JE 800 hours*)
_____ Distribution and Utilization Equipment (*Required: RJE 300 hours; JE 400 hours*)
_____ Specialized Work (*Required: RJE 300 hours; JE 400 hours*)
_____ Other Work, Please Specify _____

Total hours: _____ **NOTE: Each year of work experience must include at least 2,000 hours; no more than one year of work experience can be credited for each 12-month period.** (*See Utah Construction Trade Licensing Act Rules R156-55a-302b(2)*)

- **JE** must equal 4 years of school and 4 years of experience **OR** 8 years of experience as a licensed apprentice.
- **RJE** must equal 2 years school and 2 years of experience as a licensed apprentice.
- **ME** must have one of the following:
 - ☐ 4 years' experience as a licensed JE
 - ☐ a graduate of electrical trade school with a 2 year A.A.S. degree that is properly accredited and 2 years of experience as a licensed JE
 - ☐ a B.S. degree in Electrical engineering from a school that is EAC/ABET accredited and one year experience as a licensed apprentice electrician
- **RME** must equal 2 years as a licensed RJE.

(Continued on the next page.)

Name of Employer: _____

Address: _____

Phone Number: _____ Cell Number: _____

Email: _____

Electrical Contractor's License Number: _____

I attest that the above applicant worked for this employer for the number of hours at the type of work indicated above.

Signature of Employer Representative: _____

Printed Name of Employer Representative: _____

Title of Employer Representative: _____

Date of Signature: ____/____/____

Phone Number: _____ Cell Number: _____

Email: _____

REQUEST FOR VERIFICATION OF LICENSE

(Use this form to verify licensure in another state.)

PART1 - TO BE COMPLETED BY THE APPLICANT:

If you have passed the trade exam in another state, request that state to include the examination information on this form and return it to you for submission with your application.

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

I am requesting licensure in the state of Utah as a: _____

I am/have been licensed in your state under the name: _____

My Social Security Number is: _____

My Date of Birth is: ____/____/____

My license number in your state is/was: _____

I have enclosed your state's required verification fee in the amount of: _____

Signature of Applicant: _____ Date of Signature: ____/____/____

PART 2 - TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and place the completed form in an envelope, seal the envelope and provide it to the applicant in person or by mail. The qualifier will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

(Continued on the next page)

Name of Licensee *(as it appears in verifying state's records)*: _____

Name of Qualifying Person: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: _____ Expiration Date: ____/____/____

Continuously Licensed:

☐ Yes ☐ No, please explain: _____

Licensed By:

☐ Exam, Type: _____ Date: ____/____/____

☐ Endorsement, From What State _____ Date: ____/____/____

Examination Scores: _____

Education Required For Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

☐ No ☐ Yes, please provide certified copies of all Petitions, Orders, etc.

Signature: _____ Date: ____/____/____

Printed Name: _____ Title: _____

(SEAL)

Phone Number: _____

Email: _____

Agency: _____